

77-6-13

## HARVARD UNIVERSITY

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

GEORGE F. BAKER FOUNDATION

BRADLEE T. HOWE  
Director of Alumni Activities  
617-495-6314

SOLDIERS FIELD  
BOSTON, MASSACHUSETTS 02163

April, 1977

Dear HBS Graduate:

Could we impose on you for just a few minutes of your time, right now?

We are planning to produce a new 1977-78 HBS alumni directory in October, and we would like to include in it accurate information about all 44,000 of our living alumni. We hope that you will assist us in this endeavor by completing and returning the enclosed form as soon as possible.

Please check the personal information in the upper left-hand box on the form. If it is entirely accurate, you need only add your home and business phone numbers on the designated lines to the left of the grid, and return the form to us in the enclosed envelope, whether or not you wish to order a directory.

If there are changes to be made on your file, we would appreciate your indicating those changes in the appropriate areas of the grid, abbreviating if our space limitations make it necessary, and leaving spaces between words.

Please don't forget to fill in your phone numbers, using area codes in North America, and routing codes elsewhere - we'll take care of adding the country codes.

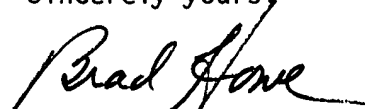
This 1977-78 Directory, the first complete alumni record that we have published in four years, is described on the enclosed flier. We urge you to take advantage of our pre-publication discount by returning the attached form with your remittance as you mail your directory questionnaire back.

Again, whether or not you order a directory, we would like to hear from you so that we can stay in touch - for reunions, for the HBS Bulletin, for news of executive programs, for class newsletters - and so that the directory can be an effective reference for your HBS friends who want to maintain contact with you.

We will not impose on you again to update your record for this Directory. Please return our form at your earliest convenience.

Many thanks for your assistance.

Sincerely yours,

  
Bradlee T. Howe

7 JUN 1977

*forwarded from Naples*

- Complete and return the accompanying order form
- or
- Mail check payable to Harvard Business School Association for the appropriate amount (in U.S. dollars) together with your name and address, to HBS Alumni Records Office, Soldiers Field, Boston, MA 02163.